

NLCB Canoe Guide

Position Description

Position summary

The canoe guide has the primary responsibilities of guiding multi-day wilderness canoe trips with the ability to perform other duties as assigned. The canoe guide will assess the physical, emotional and program needs of the tripping crew and help them achieve their potential. Guides help canoe trip participants understand and live up to the Girl Scout Promise and Law and strive to develop enjoyment and appreciation of the outdoors and environment. The canoe guide will ensure that participants have a safe, fun, positive, fulfilling, and educational experience that supports membership growth and retention.

Responsibilities including but not limited to:

Equipment preparation and maintenance responsibilities:

- Pack equipment for canoe trips.
- Perform basic maintenance and repairs on gear.
- Unpack and clean equipment following trips.
- Identify equipment repair needs and report needs to summer program director.
- Keep equipment packing building clean and organized
- Assist with upkeep of property.

Food preparation responsibilities:

- Pack food for canoe trips and for crews while on base.
- Assure knowledge of and compliance with all special diets.
- Maintain inventory of food supplies and prepare food orders to meet enrollment expectations.
- Maintain high standards of cleanliness, sanitation, and safety in food preparation room.
- Unpack food packs after trip and clean re-usable packs and containers.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible and in compliance with health and safety standards.

Pre-trip training responsibilities:

- Welcome crews in town and at base and occasionally, airport or resident camp.
- Offer participants pre-trip training sessions related to paddling and portaging techniques, wilderness safety, packing, and leave no trace wilderness ethics.
- Ensure safety of participants at all times on base.

Canoe trip responsibilities:

- Ensure safety of participants at all times in the woods.
- Include girls in pre-trip planning as appropriate.
- Include girls in decision making and problem solving while on trip.
- Demonstrate excellent camp skills, including fire building, use of camp stove, positioning of tents and rain tarp, etc.

- Involve participants in decision making and campsite chores as much as possible.
- Demonstrate excellent paddling and navigation skills.
- Demonstrate excellent portaging skills.
- Coach participants in paddle strokes.
- Coach participants in portaging skills, emphasizing safety at all times.
- Consider weather, campsite availability, route, and crew abilities and energy level when making travel decisions.
- Know how and when to use crew safety equipment, including first aid kit and radio.
- Consider unique needs and contributions of each girl so each girl and each crew feels great sense of challenge and accomplishment throughout and at end of trip.
- Maintain composure and professionalism in stressful situations and emergencies.
- Act as mentor to Guides in Training.
- Assist with end-of-season evaluations of Guides in Training.

Other responsibilities:

- Assist with meal preparation and clean-up for staff between trips.
- Guides over 21 with class D license: In addition to above duties, use base vehicle to transport canoe trip participants and staff to/from town and occasionally the airport or Girl Scout resident camp. Be available to transport girls and/or staff in emergency situations (e.g. clinic visit).

Essential Functions

Applicants for the canoe guide position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Obtain/retain a valid driver's license and vehicle insurance and maintain compliance in the safe transport of girls and staff in passenger van.
- Obtain/retain Wilderness First Aid or Wilderness First Responder certification from American Red Cross, the Wilderness Medicine Institute or another nationally recognized safety organization (available during pre-season training session).
- Obtain/retain Waterfront Lifeguard Certification and accompanying First Aid/CPR qualifications from the American Red Cross, or another nationally recognized water safety organization (available during pre-season training session).
- Obtain/retain Small Craft Safety from the American Red Cross and/or Moving Water Instructor or White Water Instructor from the American Canoe Association or another nationally recognized water safety organization (available during pre-season training session).
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Recognize emergencies and manage participants in the event one should arise.
- Supervise participants and provide for their well-being at all times.

- Safely use and demonstrate safe utilization of watercraft and camp equipment.
- Climb, crouch and walk on uneven terrain.
- Demonstrate safe and proper use of medical/first aid supplies and equipment.
- Work indoors and outdoors in all types of weather.
- Lift and carry up to 80 pounds.
- Adapt to the changing demands of the position.
- Apply discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic and remote environment.
- Effectively communicate verbally and in writing with staff, volunteers, participants, parents and guardians.

Reporting relationship

- The canoe guide is supervised by the Summer Program Director

Qualifications

The ideal candidate for the position of Canoe guide should at minimum possess:

- Bona Fide Occupational Qualification of female guides, due to close living arrangements during wilderness travel.
- Bona Fide Occupational Qualification of at least 18 years.
- Bona Fide Occupational Qualification of at least 21 years of age in order to drive council van. (Not all guides need to be able to drive van.)
- Experience and desire to work extended hours and in close proximity with children and other diverse individuals.
- Developed and demonstrated people and skills, with ability to build relationships, present concepts and recommendations, and motivate and inspire others.
- Documented experience in planning and going on wilderness trips.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills.
- Honesty, integrity and trust while performing all job duties